

MINUTES
TRANSPORTATION ASSET MANAGEMENT COUNCIL
ADMINISTRATIVE, COMMUNICATION, and EDUCATION COMMITTEE
January 4, 2017 at 10:00 a.m.
MDOT Aeronautics Building
2700 Port Lansing Road, Second Floor Commission Conf. Room
Lansing, Michigan

Members Present:

Jonathan Start, MTPA/KATS – Chair
Don Disselkoen, MAC – Vice-Chair

Rob Surber, DTMB/CSS

Staff Present:

Roger Belknap, MDOT
Hugh McNichol, MDOT
Dave Jennett, DTMB/CSS

Frank Kelley, MDOT
Bill Tansil, MDOT
Peter Torola, MTU via Telephone

Members Absent:

Dale Kerbyson, MML

1. Welcome – Call to Order – Introductions:

The meeting was called to order at 10:18 a.m.

2. Changes or Additions to the Agenda (Action Item as needed):

A revised packet was emailed to the committee this morning that included a few late items that were not ready last week due to holiday scheduling. (Hard copies of the updated packet were available at the meeting and the Website has been updated with the revised packet.)

3. Public Comments on Non-Agenda Items:

None

4. Correspondence & Announcements:

4.1. - TAMC Spring Conference 2017 – May 25, Mount Pleasant Save-The-Date

A draft of the “Save-the-Date” card was reviewed by the Committee. No changes were recommended. It was requested that support staff send the announcement card out as soon as possible. J. Start asked about having a link to a conference agenda Website. Support staff advised that a Website is not ready at this time, but would be set up for future conferences.

5. Consent Agenda:

5.1. - Approval of the December 7, 2016 Meeting Minutes (Action Item)

D. Disselkoen made a motion to approve the meeting minutes of December 7, 2016. R. Surber seconded the motion. The motion was approved by all members present.

6. Work Program Update:

6.1. - Fiscal Year 2016 and 2017 Budget Updates – R. Belknap/H. McNichol

The FY 2016 budget is still receiving invoices from MTU, and there are also one or two regions that still have outstanding invoices. At this time, there is a fund balance of almost \$300,000 which should be more than adequate to address the outstanding invoices. TAMC will likely be returning

more money to the State Transportation Fund for FY 2016 than during the previous couple of fiscal years. There are some lingering questions regarding agencies that exceed their TAMC budget within a given fiscal year. What is the process by which dollars are reallocated (if available)? Should there be a formal policy? The committee left those questions to be resolved at a future meeting.

Spending for the FY 2017 budget is quite limited since data collection efforts do not begin until April. CSS has been devoting significant resources to ensure that the revision/upgrade of the Investment Reporting Tool (IRT) will be completed by the April deadline. (More on this at Item 7.8.2.)

6.2. - Format of 2017-2019 Work Program

R. Belknap is continuing to work on this. Additional progress requires resolving agenda Item 6.4.

6.3. - TAMC 2016 Roads and Bridges Annual Report ([2015 TAMC Annual Report Link](#))

H. McNichol reports that staff has begun work on drafting this year's report. There should be some draft sections of the report ready for ACE Committee review at the February meeting. These include a section on the 21st Century Infrastructure Commission's Report.

6.4. - Asset Management Work Program and Unified Work Program for Metro/Regional Planning Agencies

J. Start, D. Bradshaw, and D. Wresinski are working with J. Watkin from MDOT's Statewide Transportation Section to draft RPO/MPO work program language that better identifies activities that are eligible for TAMC funding, and sets priorities for completing those tasks. Another meeting of this ad-hoc group is scheduled for later this month. .

7. Review and Discussion Items:

7.1. - TAMC Committee Assignments – R. Belknap

R. Belknap distributed the table of committee assignments for review. R. Surber advised his membership began in October of 2003 as opposed to 2002. It was noted that the ad-hoc IRT committee has not been formalized by Council. It was also noted that there is an asterisk next to the A.C.E. heading without an explanation on the page. H. McNichol explained the asterisk was to advise that the committee name had changed from Ad/Ed, but hadn't been officially changed in the TAMC Bylaws.

7.2. - TAMC Article for *The Bridge* Newsletter – R. Belknap

An article from the Data Committee will appear in the January edition of The Bridge newsletter published by MTU. ACE Committee is responsible for the next article. A draft of the article is due to MTU around February 1, 2017. The topic will be the 21st Century Infrastructure Commission Report. Below is the 2017 schedule and the committee responsible for producing the next article:

- May 1 (TAMC) Topic will be the TAMC Annual Report
- August 1 (Bridge Committee) Topic to be determined
- November 1 (Data Committee) Topic to be determined

7.3. - TAMC Conference Costs and Registration Fees – R. Belknap (Action Item)

Per the committee's request, support staff provided a review of conference expenses and revenues over the past three years for purposes of determining whether the conference fees should be increased, and if so, to what level. The recent RUCUS Conference had a \$65 fee.

D. Disselkoen moved to recommend that the Council set the conference registration fee for both the Spring and Fall Conferences to \$65 for agency attendees and \$100 for consultant attendees,

effective immediately. The motion was supported by R. Surber. The motion was approved by all members present.

7.4. - Paved, Non-Federal Aid Data Collection Policy – J. Start/R. Belknap

Both the most recent draft and a marked up copy of the existing policy was distributed to the committee for review. Significant changes from the existing policy are that future reimbursement for this activity will be funneled through the regions when funding is available, and at least one person on the rating team must be certified and attended training within the same year, to be eligible for reimbursement.

7.5. - Update of TAMC Bylaws – R. Belknap (Action Item)

Only one proposed bylaw change is currently under discussion, to formally change the name of the Administrative and Education Committee to the Administrative, Communication, and Education Committee.

D. Disselkoen made a motion to recommend changing the name of the committee in the bylaws. R. Surber seconded the motion. The motion was approved by all members present.

7.6. - 2017 Training Schedules for PASER/IRT/Other TAMC Events – R. Belknap

Dates for MTU training activities have been set and venues are being finalized. The final list is expected to be released soon. A copy of the training schedule will be posted to the TAMC Website when it is released. Once the MTU training schedule has been posted, CSS will establish a schedule for IRT training for the coming year and will also post that to the TAMC Website.

7.7. - Michigan Technical University (MTU)/Technical Assistance

7.7.1. - 2016 TAMC Training Program Results – T. Colling

P. Torola reported on MTU's training activities for 2016. Approximately 850 participants attended training this year. This is slightly below average for the past ten years. The average class had 45 participants. PASER is the best attended of the training courses, with a record number of participants in 2016. There were no bridge workshops this past year due to the restructuring of the class. Two thirds of the attendees are from local agencies (counties, cities, villages, and townships). The remainder are from MDOT, FHWA, and the consulting community. MTU's Annual Training Report has been submitted to the TAMC coordinator.

7.7.2. - 2017 Bridge Asset Management Training Update – T. Colling

A pilot of the new "Advanced Bridge Asset Management Workshop" will be scheduled this spring. MTU also expects to hold additional Bridge workshops in the fall.

7.8. - Michigan Center for Shared Solutions – D. Jennett

7.8.1. - Website Update

The "Save-the-Date" notice for the TAMC Spring Conference and the Training Schedules are the next scheduled updates for the Website. Both of those items will be added as soon as they are received. Meeting minutes for past council and committee meetings will also be posted.

7.8.2. - ADARS/IRT Update

About 150 agencies have not yet submitted their 2016 report. There are about 160 others that have submitted, but have errors that need to be fixed. About 300 agencies have approved reports. Staff at both MDOT and CSS are working with the agencies that have errors to correct those. Most of the errors require relatively simple fixes.

8. Member Comments:

None

9. Public Comments:

None

10. Adjournment:

The meeting adjourned at 12:01 p.m.; the next meeting will be held February 8, 2017, 10:00 a.m., MDOT Aeronautics Building, Lansing